



REPLY TO
ATTENTION OF

OFFICE SYMBOL

DEPARTMENT OF THE ARMY

XXX BATTALION
APO AE 12345



DATE

MEMORANDUM FOR (AGENCY PROGRAM COORDINATOR'S NAME)

SUBJECT: Agency Program Coordinator (APC) Appointment

1. Appointed as: Agency Program Coordinator (APC).
2. Authority: Department of Defense Financial Management Regulation (DODFMR), Volume 9, Chapter 3.
3. Effective: EFFECTIVE DATE.
4. Purpose: To establish Government Travel Charge Card accounts, to provide cardholders assistance when needed, to train cardholders, to monitor card use/abuse, and to manage accounts within your hierarchy.
5. Period: Indefinite
6. Special Instructions:
 - a. Identify soldiers and DoD civilians needing a travel card and process the application.
 - b. Download, print, and analyze reports regularly (as suggested by the Bank of America) using the Bank of America's Electronic Access Government Accounts Ledger (EAGLS).
 - c. Identify travel card abuse and/or delinquency and report these problems to the commander monthly.
 - d. Maintain a cardholder Statement of Understanding on each cardholder. Destroy the statement when the cardholder is a loss.
 - e. Train all cardholders annually.

SCOTT A. WHITE
CPT, FC
Commanding

DISTRIBUTION:
1-266th Finance Command
1-Additional duty book
1-Individual